

# Contract User Guide for VEH98

## VEH98: Purchase of Vehicles

UPDATED: November 25, 2020

<b>Contract #:</b>	VEH98
<b>MMARS MA #:</b>	VEH98*
<b>Initial Contract Term:</b>	December 1, 2015 – November 30, 2016
<b>Maximum End Date:</b>	Zero (0) year extensions to 2021
<b>Current Contract Term:</b>	December 1, 2020 – November 30, 2021
<b>Contract Manager:</b>	David Sargeant, 617-720-3118, <a href="mailto:david.sargeant@mass.gov">david.sargeant@mass.gov</a>
<b>This Contract Contains:</b>	Environmentally Preferable Products, WBE
<b>UNSPSC Codes:</b>	25-10-00 Motor Vehicles, 25-10-21 Truck Tractors, 25-19-00 Transportation Services Equipment, 25-19-17 Vehicle Servicing Equipment
<b>Notes:</b>	Use <a href="#">this link</a> to view the VEH98 Master Vehicle Price List
*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).	

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### Contract Summary

This is a Statewide Contract for the Purchase of Vehicles. It provides a comprehensive range of vehicles to meet the needs of Contract Users and includes various vehicles, as outlined in the Contract Categories shown below. Note: the "Other" category represents more specialized vehicles with a minimum of three wheels. There are hundreds of base vehicles available for purchase, as well as the ability to purchase accessories and options offered by each manufacturer and any applicable aftermarket upfit needs for both new and used vehicles. VEH98 has a mini-bid feature so that the Contract

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User can purchase any specific vehicle through a qualified dealer on contract, or quote a type (i.e. sedan, truck, etc.) across multiple manufacturers.

*UPDATES:* This contract has been extended through November 30, 2021.

## COVID-19 Updates

In some cases, vendors can facilitate upfitting that is designed to protect against the spread of COVID-19, such as partitions between the front and rear row seats. Buyers are encouraged to engage with vendors for additional information.

## Contract Categories

This contract includes thirteen (13) categories of vehicles, as listed below.

- Category 1: Passenger Cars
- Category 2: Sport Utility Vehicles (SUVs)
- Category 3: Vans
  - 3A: Light Duty Vans
  - 3B: Heavy Duty Vans
- Category 4: Trucks
  - 4A: Light Duty Trucks
  - 4B: Medium and Heavy Duty Trucks
- Category 5: Special Service Vehicles (SSVs)
- Category 6: Police Pursuit Vehicles (PPVs)
- Category 7: Other
- Category 8: Buses
- Category 9: Excavators
- Category 10: Loaders
- Category 11: Dump Trucks
- Category 12: Forklifts
- Category 13: Tractors

## Vehicle List

Click [here to access the VEH 98 Master Vehicle List](#). Each line item on the Vehicle List represents a complete base vehicle that can be ordered through that specific dealer, with or without additional options or accessories. Note: options, packages or upfitting may already be included in some line items.

## Benefits and Cost Savings

Statewide contracts are an easy way to obtain benefits for your organization by leveraging the Commonwealth's buying power, solicitation process, contracting expertise, vendor management and oversight, and the availability of environmentally preferable products.

There are several additional benefits and cost savings opportunities including:

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- A variety of fuel-efficient vehicles as well as Alternative Fuel Vehicles (AFVs) - CNG, Hybrid, Electric, E85, etc.
  - When purchasing AFVs, be sure to understand the infrastructure or other fueling requirements (e.g. DC Fast Charger option on Battery Electric Vehicles), as not all requirements will be obvious
  - Statewide Contract [VEH102 - Advanced Vehicle Technology Equipment, Supplies and Services Contract](#) may also provide information and options for AFV infrastructure
- Many vehicles are assigned to multiple dealers for Contract Users to select at their discretion.
- Options and Accessories offered through the Original Equipment Manufacturer (OEM), as well as Upfit of Aftermarket Add-ons are available through the awarded dealers, typically at a discounted rate (percent off of MSRP, as outlined in the Vehicle List for OEM options and each Dealer's MBPO for upfits).
- Executive Departments have mandatory special instructions for using this contract, as listed in [Who Can Use This Contract](#).
- The mandatory [VEH98 Quote Form](#) ensures clarity and transparency for all estimates/quotes.
- Upon delivery, light duty vehicles shall include:
  - All aftermarket/upfit add-on/accessories identified in the quote/purchase order
  - At a minimum, three (3) sets of operable keys
  - Original vehicle registration form (for applicable entities only: discuss with Dealer)
  - License Plates (front and back)
  - Valid State Inspection Sticker
  - Full tank of gas
  - Manufacturer's warranty information
  - Owner's Manual

## Find Bid/Contract Documents

- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, price sheets and other attachments, visit [COMMBUYS.com](#) and search for VEH98 to find related Master Blanket Purchase Order [PO-20-1080-OSD03-SRC3-17230](#). (Note: Each vendor has their own MBPO that may hold non-pricing vehicle, warranty and brochure docs. The main contract documents are only located within the Master Contract Record)
- To find vendor-specific documents, including price sheets, see links to individual vendor MBPOs on the [Vendor Information](#) page.

## Who Can Use This Contract

### Applicable Procurement Law

Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00;

### Eligible Entities

Please see the standard list of Eligible Entities on our [Who Can Use Statewide Contracts](#) webpage.

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## Executive Departments

Executive Agencies must follow the proper approval paths required by the Office of Vehicle Management (OVM) before placing light duty vehicle orders with vendors.

Regardless of whether an Agency is making a direct purchase or utilizing OVM's lease program (wherein OSD/OVM purchases vehicles on behalf of other Agencies and leases them back over a 5-year term), Agencies must submit to OVM a complete Vehicle Request Workbook that includes the following details:

- Agency contact information and funding source for the vehicle(s) being requested
- Vehicle(s) being requested, including, but not limited to:

Vehicle ID Number	Vehicle Year	Vehicle Make	Vehicle Model
Trim Level	Drive Train	Engine Type	Fuel Efficiency
Base Price	All Options w/Pricing	All Upfit w/Pricing	Total Price

- Vendor(s) chosen by Agency to supply the vehicle(s) being requested
- Justification/need for the vehicle, including, but not limited to:

Narrative explaining need	Usage Type	Number of Trips and Expected Mileage
Driver Name, if applicable	Garage Location	Identify any Emergency Equipment added

- The vehicle(s) to be turned in to OVM's Westborough, MA lot as one-for-one swaps for the new vehicle(s), including Plate #, Year, Make, Model, VIN and Odometer of the vehicle(s)
- Details regarding compliance, or Alternative Compliance, with the Fuel Efficiency Standard for the State Fleet (FES)
- Affirmation of Agency statements and Agency Fleet Manager's electronic signature

Send your request to OVM via email with any applicable [VEH98 Quote Form](#)(s) from the chosen vendor(s). Upon receipt, OVM will review the request and either:

- Approve the purchase (either direct from Agency or through OVM's Lease Program) and advise of next steps OR;
- Follow-up with the Agency Fleet Manager on any information that is missing or does not match the VEH98 Contract

Questions should be directed to OVM based on the purchase type: direct purchases, Cheryl Cushman, or OVM Lease Program, Karen Rasnick.

## Subcontractors

The awarded vendor's use of subcontractors is subject to the provisions of the Commonwealth's Terms and Conditions and Standard Contract Form, as well as other applicable terms of this Statewide Contract. If the awarded vendor is employing a subcontractor, the vendor is responsible for the subcontractor's work quality, products used, and any other concerns arising from the subcontractor. Upfits are typically subcontracted; see applicable upfit partner lists, by vendor, included in the Vehicle List.

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## Pricing, Quote and Purchase Options

### Purchase Options

The purchase options identified below are the only acceptable options that may be used on this contract:

- Purchases made through this contract will be direct, outright purchases
  - External financing may be obtained in accordance with applicable law.
  - All Executive Branch Agencies leasing vehicles through the Office of Vehicle Management (OVM) are repaying OVM for making direct, outright purchases on their behalf.

### Pricing Options

- **Ceiling/Not-to-Exceed:** Contract discounts and other pricing published under the contract represents “ceiling” or “not-to-exceed” pricing, and may be further negotiated.

### Product/Service Pricing and Finding Vendor Price Files

Product pricing may be found by accessing the [“VEH98 Master Vehicle List”](#), located within the “Master Record” MBPO for [PO-20-1080-OSD03-SRC3-17230](#), which will include the date it was last updated. The document has six (6) tabs, as outlined below. Note - a tilde “~” in any column notes that the detail is not applicable to that specific vehicle line item

- **“Information”:** Lists general information and describes the columns found on Passenger-Lt Duty, Hvy Duty-Other and Accessories tabs, with descriptions.
- **“All Vehicles”:** This tab lists all base vehicles that are currently authorized on contract
- **“Accessories”:** This tab attempts to list all options and/or accessories (packaged and ad hoc) that are available for each vehicle through the OEM. Note - Price is not included and buyers should request a quote – this overview, without price, allows the end user to see the breadth of all accessories offered for the make/model. Do not hesitate to call and seek the vendor’s assistance with completing the quote form.
- **“Transfers”:** Transfer of equipment from an old unit to a new purchase is covered under VEH98. This price list attempts to take most transfers into consideration.
- **“Upfit Vendors”:** This tab highlights the relationships between vendors and their subcontracts that will be performing the actual upfit. For non-New purchases that require additional upfit, quoting should be processed through the vendors, as the PO will continue to be to the vendor who will subcontract to an upfitter.
- **“Misc. Upfit”:** Lists additional items that may be acquired under VEH98. This is not an exhaustive list.

The [“VEH98 Master Vehicle List”](#) is intended to provide a comprehensive listing of vehicles to facilitate Contract Users’ ability to efficiently find the specifications they are looking for and compare similar vehicles to ensure they are getting the best value for their needs. That said, it is critical that Users confirm all specifications and pricing with the Dealer(s) before making purchases. OSD makes no guarantee that all specifications provided by the Dealers are accurate. Revisions to this list are made periodically, so it is important that Users reference COMMBUYS to ensure they are looking at the most current list.

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Note: Some vendors offer rebate programs periodically that may be of benefit to you. Be sure to ask about these when requesting a quote.

### Setting Up a COMMBUYS Account

COMMBUYS is the Commonwealth's electronic Market Center supporting online commerce between government purchasers and businesses. If you do not have one already, contact the COMMBUYS Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or [OSDhelpdesk@mass.gov](mailto:OSDhelpdesk@mass.gov).

Per **801 CMR 21.00**, Executive Branch Departments must use established statewide contracts for the purchase of commodities and services. Specifically, Executive Departments are required to use OSD's statewide contracts, including designated statewide contracts, if available, for their specific commodity and service needs. Exceptions will only be permitted with prior written approval from the Assistant Secretary for Operational Services, or designee.

When contacting a vendor on statewide contract, always reference VEH98 to receive contract pricing.

### Quick Search in COMMBUYS

Log into COMMBUYS, and use the Search box on the COMMBUYS header bar to locate items described on the MBPO or within the vendor catalog line items. Select Contract/Blanket or Catalog from the drop-down menu.

### How To Purchase From The Contract

- **Directly purchase a non-fixed price item (\$0 line item) through COMMBUYS**

Vehicles that are reflected in the VEH98 Master Vehicle List at the time of acquisition may be purchased directly from any vendor that has the vehicle reflected as part of their offerings.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, and select:

➤ The COMMBUYS Requisitions section, and choose the *How to Create an RPA Release Requisition* job aid.

- **Solicit quotes and select and purchase quoted item in COMMBUYS**

This COMMBUYS functionality provides a mechanism to easily obtain quotes, as specified by the Contract. The buyer would create a Release Requisition, and then convert it to a Bid. After approval by the buyer approving officer, the bid is then sent to selected vendors to request quotes. Buyers must include "VEH98 RFQ" when entering information in the Description field.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, and select:

➤ The *COMMBUYS Purchase Orders* section, and choose the *How to Create a Solicitation Enabled Bid Using a Release Requisition* job aid or one of the quick reference guides.

### Obtaining Quotes

Contract users should always reference VEH98 when contacting vendors to ensure they are receiving contract pricing. Quotes, not including construction services, should be awarded based on best value.

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### **Mini-Bid Information:**

This process must be followed for the upfit of used/old vehicles, or in the event that a specific vehicle is not reflected on the [“VEH98 Master Vehicle List”](#) and an alternative that does not meet the need of the Contract User. In these cases, the Contract User should solicit quotes from all vendors who can conceivably offer what is being sought. The intent of the Mini-Bid is to provide Contract Users the opportunity to purchase vehicles in rare and unique circumstances, such as in emergencies or when a specific vehicle is not yet offered on contract. While vendors can quote vehicles in this process that are not necessarily reflected in the VEH98 Master Vehicle List, they are limited to only the manufacturer(s) they have been awarded.

All Mini-Bid solicitations used for the above purposes must go through COMMBUYS, and Contract Users must clearly state within the COMMBUYS bid what they need and why their need is immediate and imminent, or the reason they are purchasing a vehicle not on contract. Once the winning quote is selected, it is recommended that if the decision was not based on the lowest bid price, the Contract User clearly state the reasoning.

While not required, the Mini-Bid feature may also be used for vehicles that *are* reflected on the VEH98 Master Vehicle List in the event the Contract User would like multiple vendors to compete and potentially offer a lower price than what is reflected on the VEH98 Master Vehicle List.

For a full description of how to complete a quote in COMMBUYS visit the [Job Aids for Buyers](#) webpage, and select:

- The *COMMBUYS Purchase Orders* section, and choose the *How to Create a Solicitation Enabled Bid Using a Release Requisition* job aid.

## **Instructions for MMARS Users**

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor.

## **Environmentally Preferable Products (EPP)**

This contract allows departments and political subdivisions to purchase fuel-efficient hybrid, battery-hybrid, electric, and bi-fuel vehicles for inclusion in their fleets. In 2016 the Commonwealth issued the Fuel Efficiency Standards for State Fleets, a policy that requires state agencies to purchase more fuel efficient vehicles and those using advanced technologies while also providing flexibility in meeting these requirements in recognition of diverse agency needs and changing technologies. It is recommended that MPG be taken into consideration when seeking vehicle replacement. Additionally, a review of possible tax incentives and/or Green Community initiatives should be considered in the decision making for a new vehicle.

### **EPP Requirements:**

State buyers are reminded that [Environmentally Preferable Products \(EPP\) Procurement Program](#) requirements for the use of environmentally preferable disinfectants, and some cleaning supplies, has been waived due to the availability of the products impacted by the demand caused by COVID-19. As the EPP supply replenishes, buyers are reminded that these disinfectants and other third-party certified products remain recommended for use and are selected for public health and environmental standards. For additional guidance, visit the Toxics Use Reduction Institute's [COVID-19: Safely Clean & Disinfect](#) webpage.

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## Contract Exclusions and Related Statewide Contracts

This contract does not allow for the sale of used vehicles. It also does not allow for the rental of vehicles and equipment. For rentals, refer to Statewide Contracts [VEH112: Vehicle Rentals](#) and [FAC112: Equipment Rental](#).

## Emergency Services

Many statewide contracts are required to provide products or services in cases of statewide emergencies. [ML - 801 CMR 21](#) defines emergency for procurement purposes. Visit the [Emergency Contact Information for Statewide Contracts](#) list for emergency services related to this contract.

## Shipping/Delivery/Returns

All shipping and delivery fees to any location in the Commonwealth of Massachusetts are included in the contract price quoted. Additional delivery charges for Contract Users outside of Massachusetts must be negotiated with the vendor at the time of acquisition.

## Additional Information/FAQs

### Warranties

This will vary depending on the make and model of the vehicle. Confirm details as needed with the Vendor.

### Other Discounts

- **Prompt Pay Discounts:** A discount given to the buyer if paid within a certain time period. These discounts may be found in the [Vendor List and Information](#) section below. All discounts offered will be taken in cases where the payment issue date is within the specified number of days listed by vendor and in accordance with the Commonwealth's Bill Paying Policy. Payment days will be measured from the date goods are received and accepted / performance was completed OR the date an invoice is received by the Commonwealth, whichever is later to the date the payment is issued as an EFT (preferred method) or mailed by the State Treasurer. The date of payment "issue" is the date a payment is considered "paid" not the date a payment is "received" by a Contractor.
- **Volume Discounts:** discount is may be negotiated with a buyer if a certain volume of product or service is purchased.

### If the Needed Product Can Not be Found

If a product cannot be found in the VEH98 Master Vehicle List, it is recommended to contact the vendor directly to inquire if it is available for purchase on this contract. If the product meets the scope of the product category, the vendor may be able to add it to their product offerings with approval from the Strategic Sourcing Manager.

If the product is not listed in the scope of the product category, a buyer may contact the Strategic Sourcing Manager to inquire whether the product may be purchased.

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## Strategic Sourcing Team Members

- Lisa Westgate (Inactive) - Operational Services Division
- Alex Giannantonio - Office of Vehicle Management
- Karen Rasnick - Office of Vehicle Management
- Chris Bouchard - Town of Becket

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# Contract User Guide for VEH98

## Vendor List and Information\*

Vendor	COMMBUYS MBPO	Contact Person	Phone	Email	Discounts (PPD, Dock Delivery, Other)	MBE MWBE WBE Veteran	Manufacturers	1 - Passenger Cars	2 - Sport Utility Vehicles (SUVs)	3A - Light Duty Vans	3B - Heavy Duty Vans	4A - Light Duty Trucks	4B - Heavy Duty Trucks	5 - Special Service Vehicles (SSVs)	6 - Police Pursuit Vehicles (PPVs)	7 - Other	8 - Buses	9 - Excavators	10 - Loaders	11 - Dump Trucks	12 - Forklifts	13 - Tractors
Master Contract Record**	<a href="#">PO-20-1080-OSD03-SRC3-17230</a>	David Sargeant	617-720-3118	<a href="mailto:david.sargeant@mass.gov">david.sargeant@mass.gov</a>	N/A	N/A	N/A															
Conversion Vendor***	<a href="#">PO-18-1080-OSD01-OSD13-12246</a>	David Sargeant	617-720-3118	<a href="mailto:david.sargeant@mass.gov">david.sargeant@mass.gov</a>	N/A	N/A	N/A															
ANDCO Inc dba Anderson Motors, Inc	<a href="#">PO-18-1080-OSD03-SRC01-12985</a>	Jim Anderson	401-434-5900	<a href="mailto:jim@andersonmotors.com">jim@andersonmotors.com</a>	N/A	N/A	Blue Bird, Micro Bird										X					
Ballard Mack Sales and Service, Inc	<a href="#">PO-18-1080-OSD03-SRC01-13372</a>	Brian Buckley	508-559-0771	<a href="mailto:bbuckley@ballardtrucks.com">bbuckley@ballardtrucks.com</a>	N/A	N/A	HINO, ISUZU, MACK, VOLVO						X									
Boston Freightliner Inc	<a href="#">PO-18-1080-OSD03-SRC01-12394</a>	Michael Lojacono	617-389-0707	<a href="mailto:mlojacono@bostonftl.com">mlojacono@bostonftl.com</a>	N/A	N/A	Freightliner, Liebherr, New Holland						X					X	X			
Colonial Ford Inc.	<a href="#">PO-16-1080-OSD01-OSD10-00000006260</a>	Clay Chase	774-283-6400	<a href="mailto:cchase@buycmg.com">cchase@buycmg.com</a>	0.5% - 10 Days	N/A	Ford	X	X	X	X	X	X	X	X							

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Vendor	COMMBUYS MBPO	Contact Person	Phone	Email	Discounts (PPD, Dock Delivery, Other)	MBE MWBE WBE Veteran	Manufacturers	1 - Passenger Cars	2 - Sport Utility Vehicles (SUVs)	3A - Light Duty Vans	3B - Heavy Duty Vans	4A - Light Duty Trucks	4B - Heavy Duty Trucks	5 - Special Service Vehicles (SSVs)	6 - Police Pursuit Vehicles (PPVs)	7 - Other	8 - Buses	9 - Excavators	10 - Loaders	11 - Dump Trucks	12 - Forklifts	13 - Tractors
Colonial Ford Marlboro Inc. dba Colonial Municipal Group	<a href="#">PO-18-1080- OSD03-SRC01- 13514</a>	Clay Chase	774- 283- 6400	<a href="mailto:cchase@buycmg.com">cchase@buycmg.com</a>	0.5% - 10 Days	N/A	Ford	X	X	X		X	X	X	X							
Colonial Imports South Inc dba Colonial Honda of Dartmouth	<a href="#">PO-16-1080- OSD01-OSD10- 00000006265</a>	Clay Chase	774- 283- 6400	<a href="mailto:cchase@buycmg.com">cchase@buycmg.com</a>	0.5% - 10 Days	N/A	Honda	X	X	X		X										
Colonial Nissan of Medford Inc	<a href="#">PO-16-1080- OSD01-OSD10- 00000006264</a>	Clay Chase	774- 283- 6400	<a href="mailto:cchase@buycmg.com">cchase@buycmg.com</a>	0.5% - 10 Days	N/A	Nissan	X	X	X		X										
Colonial South Automotive Inc dba Colonial Municipal Group	<a href="#">PO-16-1080- OSD01-OSD10- 00000006262</a>	Clay Chase	774- 283- 6400	<a href="mailto:cchase@buycmg.com">cchase@buycmg.com</a>	0.5% - 10 Days	N/A	Chrysler, Dodge, Jeep, RAM	X	X	X		X	X	X	X							

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Dario Diesel Service, Inc.	<a href="#">PO-18-1080-OSD03-SRC01-12395</a>	Aldo Zegarelli	508-753-8177	<a href="mailto:azegarelli@dariodiesel.com">azegarelli@dariodiesel.com</a>	0.05% - 10 Days; 0.04% - 15 Days; 0.03% - 20 Days; 0.02% - 30 Days	N/A	Volvo, Hino						X									
Equipment East, LLC	<a href="#">PO-18-1080-OSD03-SRC01-13113</a>	Giovanni Albanese	978-454-3320	<a href="mailto:giovanni@equipmenteast.com">giovanni@equipmenteast.com</a>	N/A	N/A	Doosan, Keestrack, LiuGong, Multihog, Wacker Neuson, Yanmar								X		X	X	X	X	X	X
Gordon Chevrolet, Inc.	<a href="#">PO-16-1080-OSD01-OSD10-00000006261</a>	Clay Chase	774-283-6400	<a href="mailto:cchase@buycmg.com">cchase@buycmg.com</a>	0.5% - 10 Days	N/A	Chevrolet	X	X	X		X		X	X							
Liberty Chevrolet, Inc.	<a href="#">PO-16-1080-OSD01-OSD10-00000006267</a>	Kevin Nugent	781-287-7541	<a href="mailto:libertychev@nedda.com">libertychev@nedda.com</a>	0.75% - 10 Days; 0.5% - 15 Days; 0.25% - 20 Days;	N/A	Chevrolet	X	X	X		X		X								
Marcotte Ford Sales Inc.	<a href="#">PO-18-1080-OSD03-SRC01-13511</a>	Rich White	413-536-1900	<a href="mailto:rwhite@marcotteford.com">rwhite@marcotteford.com</a>	0.25% - 10 Days	N/A	Ford	X	X	X		X	X		X							

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OPERATIONAL SERVICES DIVISION

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MHQ, Inc. dba MHQ Municipal Vehicles	<a href="#">PO-16-1080-OSD01-OSD10-00000006852</a>	David Eycleshymer	508 573-2614	<a href="mailto:deycleshymer@mhq.com">deycleshymer@mhq.com</a>	0.25% - 10 Days	N/A	Ford	X	X	X	X	X	X	X	X							
Milford Nissan	<a href="#">PO-16-1080-OSD01-OSD10-00000006266</a>	Guy Bedau	774-462-3035	<a href="mailto:gbedau@milfordnissan.com">gbedau@milfordnissan.com</a>		N/A	Nissan	X	X	X		X										
Monroe Tractor of New England	<a href="#">PO-18-1080-OSD03-SRC01-12393</a>	Dan Duhn	(508) 925-1641	<a href="mailto:dduhn@monroetractor.com">dduhn@monroetractor.com</a>	1% - 10 Days	WBE	Case									X		X	X		X	
New England Wheels	<a href="#">PO-18-1080-OSD03-SRC01-13283</a>	Paul LaRose	978-600-0495	<a href="mailto:plarose@newenglandwheels.com">plarose@newenglandwheels.com</a>	1.25% - 10 Days; 1% - 15 Days; 0.5% - 20 Days; 0.25% - 30 Days	N/A	Ford, RAM			X							X					
Tri State Truck Center, Inc.	<a href="#">PO-18-1080-OSD03-SRC01-12392</a>	Richard Coutu	508-735-2835	<a href="mailto:rcoutu@tristatetruckcenter.com">rcoutu@tristatetruckcenter.com</a>	0.01% - 10 Days	N/A	Freightliner, Western Star						X									

\* Note that COMMBUYS is the official system of record for vendor contact information.

\*\*The Master MBPO is the central repository for all common contract files, including the VEH98 Master Vehicle List

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on [mass.gov/osd](http://mass.gov/osd).

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